

## Questions - Group One - Asked In Regards to Region II SAT RFP PR-HQ-99-16911

1. L.14 Instruction for Preparation of Proposal, (a), I. "Guidance In Preparation of Written Proposal", 1., indicates that the total length of the written proposal is 75 typewritten pages (double sided pages; anything in excess of 75 typewritten pages will not be considered). If there is 75 typewritten pages with text on both sides (i.e. double sided) there would be a total of 150 pages of typewritten text. How many pages of text are allowed, 75 or 150?

**Answer:** The total number of pages allowed in the written proposal is 75 pages. If a page is double-sided it will be counted as two pages.

2. L.14 Instruction for Preparation of Proposal, (a), I. "Guidance In Preparation of Written Proposal", 1. Indicates that briefing charts (maximum of 20 pages of charts) to be used in the sample work assignment segment of the oral presentation are not included in the total count of typewritten pages. Please clarify are these different than the charts referred to later that are "not excluded"? That is, is the written proposal 75 pages plus the charts for the oral presentation?

**Answer:** All material used in the briefing and oral presentations is NOT included in the 75 page count for the written proposal.

3. L.14 Instruction for Preparation of Proposal, (a), I. "Guidance In Preparation of Written Proposal", 2. Are the respondents to provide a written summary of the response to scenarios in the written technical proposal or just address during the oral presentation?

**Answer:** The scenarios and the responses to it are part of the oral presentation. Do not provide a written summary to the scenarios as part of the written proposal.

4. L.14 Instruction for Preparation of Proposal, (a), II. "Oral Presentations". If we supply the projector, can overheads be presented through the use of a Powerpoint software and projector? Hard copies of overheads and charts could be provided for the official record.

**Answer:** Because we are unsure of the conditions or facilities available for oral presentations, only overhead projectors and slides are permitted.

5. L.14 Instruction for Preparation of Proposal, (a), II. "Oral Presentations". How soon after the proposal submission date of May 15, 2000, will oral presentations be requested? Will all firms be scheduled for oral presentations or a short list based on evaluations of written proposals?

**Answer:** Oral presentations will be scheduled within a few weeks of the due date for the proposal as Region II's schedule permits. All offerors who submit complete proposals will be scheduled for oral presentations.

6. L.14 Instruction for Preparation of Proposal, (a), I. "Past Performance", requires project profile sheets, do these supercede the information required in Section L.20 Past Performance and are these included in the page count for the written proposal? If the information required under section L.20 is also needed ,should it be included under the same tab as the past performance information required under L.14?

**Answer:** The project profile sheets do not supercede the information required in Section L.20 Past Performance; they supplement it. The past performance information is, like all other written technical proposal material, included as part of the 75 page limit for the written technical proposal.

7. L.14 Instruction for Preparation of Proposal, (a), I. "Personnel". Are Project Leaders/Project Managers considered key personnel? Under the "Responses to Pop Quiz" it identifies a "Brownfield Leader", is this also a key personnel?

**Answer:** Offerors may propose project leaders/project managers in various disciplines including Brownsfields as key personnel. There is no key personnel position called Brownsfields Leader and the reference to this position has been deleted from the the instructions.

8. L.14 Instruction for Preparation of Proposal. Are capacity to perform and accomplishments utilizing SDB's to be included in the page count?

**Answer:** Capacity to perform and SDB accomplishments are part of the responsibility determinations made under the written technical proposal and are included in the 75 page limit.

9. H.15 Small Disadvantaged Business Targets. This section indicates that SDB goals/dollars would be based on the amount of work subcontracted beyond what the prime and any major team subcontractors would be performing. Is this correct for determining our goals on this contract?

**Answer:** This is correct, unless the major team subcontractor is also a SDB in which case those goals/dollars may be applied as well.

10. What is the total LOE per year currently being expended for the work being contemplated under this procurement? How many individual work assignments are active at one time? What is average size of a work assignment? Is there any seasonal variation in work load distribution? What is the projected LOE per year for the work being contemplated under this procurement?

**Answer:** Many of these questions are FOIA issues not RFP questions. This is not a follow-on requirement so most of these answers are not available. Refer to the information given on the task matrix in regards to LOE hours distributed across the various tasks. Seasonal variations occur, as they do on any work that must be performed outdoors. The projected base LOE for the five year period of performance of this contract is 50,830 hours.

11. L.18 Office and Travel Costs. If the offeror proposes an office within 50 miles where key personnel will be located, but also proposes other offices from which technical resources could be drawn (for the benefit of EPA), is there a need to include weekly travel costs for these other technical personnel?

**Answer:** The offeror should include all travel costs for other technical personnel outside of the radius in their cost proposal as needed and indicate what type of travel is required.

12. Section L.18 "OFFICE AND TRAVEL COSTS" requires the offeror to include in the cost proposal, the cost of weekly travel and per diem associated with the employee performing work under this contract in the Region II New York City metro area. We assume that this requirement relates to office work rather than site work, and that travel costs associated with site work are provided for through the cost reimbursable travel pool. Is this assumption correct?

**Answer:** The assumption is correct.

13. Section L.13 I. PERSONNEL discusses the Key Personnel expected to be part of this proposal. This section describes two separate personnel in the Program Manager and the SAT Team Leader. Can an offeror propose one individual to fulfill both requirements?

**Answer:** The offeror may propose one individual to fulfill both requirements.

14. Section L.13 I. PERSONNEL does not identify Project Leaders / Project Managers as either Key or Non-Key. Are Project Leaders / Project Managers considered Key personnel? Are they to be designated as members of the non-key staff?

**Answer:** The solicitation includes them as the key personnel, but the categorization is at the discretion of the offeror.

15. Attachment 7 TASK MATRIX does not specifically identify slots for Project Leaders / Project Managers. Where should these hours be slotted?

**Answer:** Hours for Project Leaders/Project Managers should be shown under their appropriate disciplines.

16. Section H.12 OPTION FOR INCREASED QUANTITY appears to be in conflict with the language contained in Section L.15 ADDITIONAL COST PROPOSAL INSTRUCTIONS with respect to the number of ODC option increments. Section H.12 states that the Government may issue a maximum of five (5) orders to increase ODC's while L.15 discusses and quantifies 15 ODC option increments. Please clarify.

**Answer:** An amendment is being issued that will impact L.15 and H.12 to clarify this. There are 15 orders that can be issued to increase ODCs during the life of the contract.

17. Section L. 15. 2 (d) Option Increment Quantity ODCs states that the offeror must not apply fee to these costs. The function of profit on these ODC pools is twofold. First, it is meant to reward a contractor for performance risk associated with subcontractor performance. Secondly, it is meant to offset necessary business expenses which the government deems unallowable (i.e. interest expense, lodging in excess of FTR rates, etc.). Contractors are required to pay all expenses prior to invoicing the government hence, incurring a carrying cost in the form of interest expense. Also, contractors are not always afforded the same lodging rates as government employees and are subject to additional taxes that are not charged to government employees. These costs in excess of the FTR rates are absorbed by the contractor and come directly out of profit. Stipulating that no profit (predetermined percentage) will be paid on these pools clearly seems to be in direct conflict with the aforementioned FAR provision. Will the government reconsider its position not to allow profit on these pools?

**Answer:** The amendment referred to above in question 16 will also permit the offeror to propose a reduced fee on the ODCs..